

The Department of Early Childhood Education (DECE) will be hiring a Region Director under the Office of School Readiness to provide leadership in Region 3. Region 3 includes the following counties: Marion, Lamar, Fayette, Walker, Pickens, Tuscaloosa, Greene, Hale, Bibb, Perry, Sumter, Marengo and Choctaw .

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

1. Provides leadership, knowledge, and guidance to Monitors to ensure sustained quality and grant compliance in all First-Class Pre-K Programs. Includes conducting staff observations to ensure all region team members are carrying out job responsibilities with desired results.
2. Maintains accurate and up to date contacts, files, and other paperwork for all assigned region classrooms, directors, and teachers including ensuring teacher credential are submitted for each lead and auxiliary teacher in region (including long-term subs).
3. Maintains region staff shared calendar with up to date daily staff assignments, and in addition enters all information for region concerning region team meetings and region staff planned trainings (New Teacher Training, etc.) on the Region Director shared calendar. Maintains an Outlook calendar of daily appointments.
4. Plans and facilitates a minimum of 1 monthly region staff meeting in a centrally located civ/community meeting place (e.g. public school, public library, etc.) and communicates information, discusses concerns, and collaborates with team members for solutions to issues.
5. Conducts Performance Appraisal as required for all full-time region staff members in a timely manner, and discusses any issues concerning job performance with the DECE OSR Director.
6. Communicates via mail, email, and phone effectively with DECE/OSR Staff, Program Directors, Teachers, and other stakeholders regarding classroom progress toward quality and goals; addresses compliance issues, follows up to ensure timely correction of non-compliance issues, and reports to supervisor of classrooms that continue to perform in non-compliance status.
7. Consults with directors to provide assistance with budgets, answer program questions, assist with problems maintaining enrollment, help with training needs, and approve purchases of material, equipment, supplies.
8. Participates in all trainings, workshops, and conferences as required.
9. Ensures region staff time and travel are submitted correctly and in a timely manner.

**\*\*Region Directors are expected to perform any additional duties as assigned by supervisor.**

This position requires meeting the qualifications for the State job code Education Specialist I - 30123 and requires a degree in Early Childhood Education and will include extensive travel within the region.

Please submit interest with a copy of your resume to:  
Tammy Gibson, Personnel Officer  
tammy.gibson@ece.alabama.gov